



Superior Court of California, County of Riverside
EMPLOYMENT OPPORTUNITY

Courtroom Assistant

FILING DEADLINE: June 28, 2007 at 4:00 p.m.

Recruitment No. 2007-F087

If you applied for this position from February 8 – March 1, 2007 (Recruitment No. 2007-B056) and qualified, your application will be considered for this recruitment. New applicants are invited to apply.

SALARY RANGE:	\$17.92 - \$23.37 per hour. Depending on qualifications, candidates exceeding the minimum requirements may be approved for placement at a higher hourly rate within this range.
LOCATION:	Riverside Superior Court is seeking qualified candidates to fill current and future vacancies. Locations include Banning, Blythe, Corona, Hemet, Indio, Moreno Valley, Murrieta, Palm Springs, Riverside, & Temecula.
JOB SUMMARY:	Under general supervision, incumbent performs specialized clerical work in support of courtroom operations and related duties. This is a journey level within the Courtroom Assistant series. Employees assist with the orderly flow of Court proceedings and are responsible for recording court transactions and processing judicial orders. Courtroom Assistants are expected to provide support to judicial officers in any calendared matter (e.g., cross-court, cross-department filings) and to perform document-processing tasks when courtroom assignments are complete.
MINIMUM QUALIFICATIONS:	<p>Experience:</p> <p>Option I: Three years of increasingly responsible clerical experience which includes TWO years in a court of law (e.g., federal, superior, state, municipal, military justice, appellate) processing legal documents <u>AND</u> ONE year in a court-related, legal or law enforcement agency working with probate, family law, juvenile, civil, criminal or traffic codes.</p> <p>Option II: Two years of increasingly responsible clerical experience in a court of law (e.g., federal, superior, state, municipal, military justice, appellate) processing legal documents <u>AND</u> the completion of 24 semester or 27 quarter units or 360 hours in paralegal studies.</p> <p>Knowledge of: Codes, local rules, procedures and legal terminology related to courtroom proceedings, preparation/acceptance/processing of legal documents, case calendaring/disposition, jury service and other such court functions; case and document processing functions and procedures; the general function, organization and operation of the judicial system; automated system software utilized in the court; use of computer, printers, imaging, copier and fax equipment.</p> <p>Ability to: Take notes and summarize materials for minute entries; apply specialized knowledge and understanding of codes, rules, legal terms and procedures in legal document preparation/processing, case calendar and other court activities; research case related information; explain court procedures and processes to the public; perform official actions (e.g., prepare minutes) that require attention to detail and application of codes, rules and specific procedures; spell correctly and use good business English; understand and carry out oral and written instructions; work in an environment that includes frequent interruptions and requires attention to multiple tasks simultaneously; respect limit of authority; deal effectively and courteously with the public and court staff; speak clearly and effectively in the courtroom; work independently.</p>
HOW TO APPLY:	Applicants must complete and submit a Superior Court of California, County of Riverside application and supplemental questionnaire. Application materials can be obtained in person at 4050 Main Street, Lower Level, Riverside, CA 92501, by phone at (951) 955-8181, by e-mail at hrcourt@riverside.courts.ca.gov , or on the internet at www.riverside.courts.ca.gov . Completed application materials may be submitted in person, by e-mail, by County mail at stop 1414, or mailed to: Superior Court of California, County of Riverside, Attn: Human Resources, 4050 Main Street, Lower Level, Riverside, CA 92501.
SUPPLEMENTAL QUESTIONS	<p>This supplemental questionnaire is intended to assist in evaluating the candidate qualifications. Please respond to all questions on an 8-1/2 x 11-inch white paper and attach to your application.</p> <ol style="list-style-type: none">1. List the experience that qualifies you for this position, including the length of time at each position.2. List the education that qualifies you for this position.3. Describe your experience in the following areas. List job title and length of time at each position.<ol style="list-style-type: none">a. Preparing calendars for courtb. Taking notes of proceedings, court actions and rulingsc. Preparing minute entriesd. Marking and taking into custody all exhibit entries in evidencee. Preparing and maintaining records, reports and correspondence concerning activities of the courtf. Updating records by posting to automated case management system (such as Genesis)g. Researching case history for processing the court case or at the request of attorney, public or representatives of other agenciesh. Explaining courtroom and legal filing processes, calendaring procedures, fees, fines, jury service rules and other processes and procedures related to court operations.

GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated on the reverse represent only the minimum required to file an application. Meeting the listed requirements does not guarantee an interview. Equal Opportunity: Superior Court makes all appointments without regard to age, race, sex, religious creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the recruitment process. Advise Superior Court Human Resources of special needs in advance.

Employment Benefits:

Starting Salary: New employees usually start at the beginning step of the salary range.

Vacation: New employees accrue vacation at a rate of ten (10) days per year. In the fourth year (6,241 hours of service), vacation increases to fifteen (15) days per year. After 10 years (18,721 hours of service), vacation increases to twenty (20) days per year.

Work Week: Typical schedule is a 40-hour workweek, Monday through Friday, from 8:00 am – 5:00 pm. Employees are paid bi-weekly on Friday.

Holidays: The Superior Court observes all state holidays. Holidays are New Years Day, Martin Luther King Jr., Lincoln Day, President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day

Sick Leave: On approval of excused absence, eligible employees may use accrued sick leave.

Retirement: All regular employees are enrolled in the California Public Employees' Retirement System (CalPERS), which is coordinated with Social Security. Retirement formula: 3% at age 60 upon retirement (modified for Social Security).

Health Insurance: Court employees are provided a cafeteria-style flexible benefit plan, which offers health, dental and vision coverage.

Life Insurance: Court pays for \$25,000.00 basic life insurance policy. Additional supplemental coverage may be purchased.

Human Resources Office: The Superior Court Human Resources Office is located at 4050 Main Street, Lower Level, downtown Riverside.

Hours of Operation: The Human Resources Department is open to the public, Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

Mailing Address: Superior Court of California, County of Riverside, Human Resources Department, 4050 Main Street, Lower Level, Riverside, CA 92501, Attn: Human Resources.

Phone Numbers: The business office phone number is (951) 955-5557. The 24-hour job line is (951) 955-8181. The fax number is (951) 955-1498.

Website: Job opportunities are listed on the Superior Court website at: www.riverside.courts.ca.gov. The application form is available at this site in Adobe PDF and MSWord format.

Employment Applications: Applications must be legible, complete and signed to include any required certificates, forms, transcripts or Supplemental Application Forms.

Application Filing Deadlines: The Human Resources Department must receive all applications materials by 4:00 p.m. on the filing deadline date stated on the reverse. Postmarks are not accepted. Faxed applications are not accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

Application Information Change(s): If changes occur after submission of the application, applicant is responsible for submitting changes in writing.

Class Specification: For a complete class specification for this position, contact the Court Human Resources Department.

Eligibility Lists: After successfully completing the entire recruitment process, candidates will have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court divisions for selection.

Documentation: Federal law requires that all persons selected for employment complete and sign an INS-9 form verifying the legal right to work in the United States.

Medical Examination: Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

Background Investigation: Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number and recency, may be disqualifying.

Work History: False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.

Employee Status: Employees in this classification serve a 2,080-hour probationary period and are governed by the Superior Court of California, County of Riverside, Human Resources Department Policies.

PHYSICAL DEMANDS: Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to follow proceedings and take notes. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within the courtroom or office; some reaching for items on high shelves and above and below desk level. Ability to perform repetitive writing, filing, and document stamping.

Assigned Recruiter: E. Cisneros